

Registration Number: C01192020

Ref. Number: MSS-JV/2023/037

Date: 19th August 2023

JOB OPPORTUNITY

Position Name	Procurement Officer
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	<ul style="list-style-type: none"> • Net Salary Range: 13,000.00/- to 19,000.00/- • Health insurance will be provided after probation
Job Responsibilities	<ul style="list-style-type: none"> • Managing the procurement process including preparing request forms, collecting quotation, and preparing Purchase Orders • Ensure that the preparation of Purchase Orders for relevant procurements is in alignment with procurement policy, approved budget, internal processes, and procedures. • Review requisition orders and verify specifications for requested goods and services from relevant departments. • Compare prices, specifications, delivery dates and quality to determine the best offer among potential suppliers. • Responsible for negotiating with external parties to secure the most advantageous terms and conditions for the corporation. • Monitor and evaluate supplier performance, according to an appropriate service level agreed, on a continuous basis. • Keep track of all goods and services ordered and received in a systematic manner. • Ensure inventory records are maintained accurately, and release stock items to staff when required. • Keep track of all contracts entered MSS and ensure that the execution of assignments follows procurement rules. • Oversee the maintenance and upkeep of all the business operations, including managing vendors and contractors as needed. • Manage the purchasing process for office supplies and equipment, ensuring that inventory levels are maintained, and orders are fulfilled in a timely manner. • Manage the asset management function, including tracking and maintaining inventory, overseeing the maintenance and upkeep

	<p>of equipment and facilities, and ensuring compliance with all relevant policies and SOPs.</p> <ul style="list-style-type: none"> Follow and enforce the company's procurement policies and procedures at all times.
Required Qualifications	<ul style="list-style-type: none"> Bachelor's Degree in a related field and 02 Years of Work Experience <p>OR</p> <ul style="list-style-type: none"> O' Level and 05 Years of Relevant Work Experience Strong project management and organizational skills, including the ability to manage multiple campaigns and projects simultaneously. A strong attention to detail and the ability to think creatively to solve problems. Strong organizational and time-management abilities Excellent communication and people management skills
Deadline	27 th August 2023/ 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email HRAdmin@stateshipping.mv</p> <ol style="list-style-type: none"> Cover letter Copy of ID card Copies of academic certificates CV Copies of reference letter by previous employers <p>For further clarifications you may contact us on +960 3029200.</p>